



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF WORKS & HIGHWAYS	SYS. POSN. NO:	REF. NO: 63FOPPTS17
OFFICE: LAE	DESIGNATION/CLASSIFICATION: TECHNICAL OFFICER (ENGINE) GRADE 11	
DIVISION: PLANT & TRANSPORT	LOCAL DESIGNATION: TECHICAL OFFICER (ENGINE)	
BRANCH: NATIONAL REBUILD CENTRE	REPORTING TO: SENIOR TECHNICAL OFFICER (ENGINE)	SYS. POS. NO: REF. NO:
SECTION: WORKSHOP	LOCATION: LAE, MOROBE PROVINCE	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
		Create

2. PURPOSE

Carry out specialise task in complete engine rebuilding of all types of heavy equipment plant and vehicles of various makes and models within the Engine Rebuild Section of the National Rebuild Centre.

3. DIMENSIONS

Staff: 1
Finance: Not Applicable
Equipment: x4

4. PRINCIPLE ACCOUNTABILITIES

Ensuring specifications are adhered to in the rebuilding process.

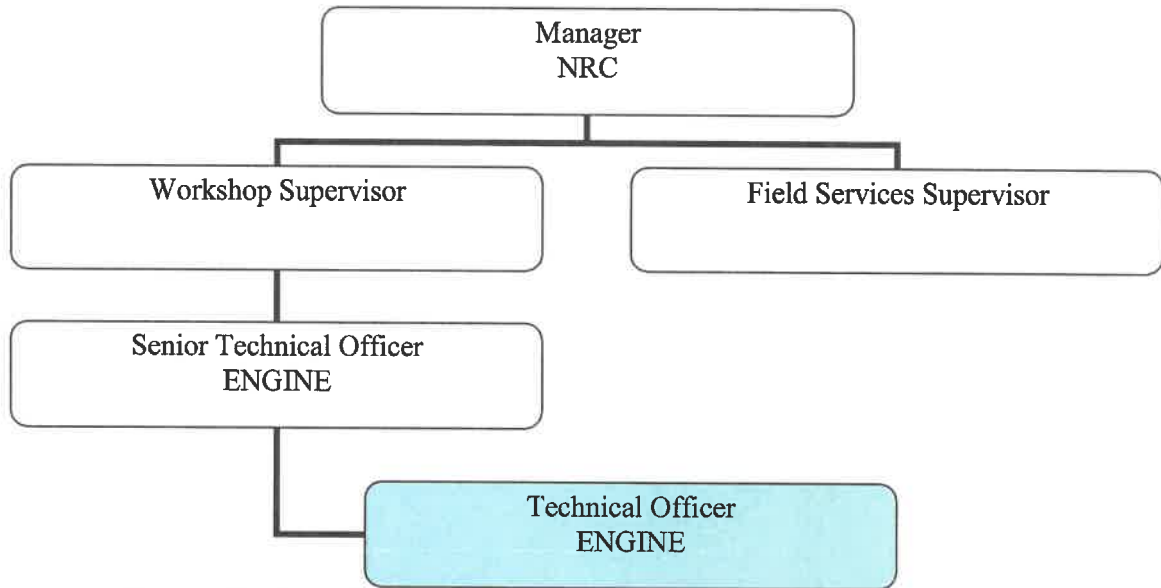
5. MAJOR DUTIES

- 5.1 Take charge of specialised trade team and undertake allocated works and undertake physical work as part of the team.
- 5.2 Undertake specialised work of a more skilled nature either single or leader of a team.
- 5.3 Undertake tasks of a highly skilled complex nature.
- 5.4 Train apprentice, Trades Assistants and assist in the development of qualified tradesman.
- 5.5 Assist STO Engine in the effective running of the section.
- 5.6 Ensure high standard of workmanship is maintained in the workplace.
- 5.7 Other duties as directed consistent with the above.

6. NATURE AND SCOPE

6.1 REPORTING RELATIONSHIP





6.2 WORKING RELATIONSHIP

(a) Internal

- The Technical Officer (Engine) reports to Senior Technical Officer (Engine) on matters relating to his/her job.
- Liaise with the Manager NRC and other staffs of the division.

(b) External

- Not Applicable.

6.3 WORK ENVIRONMENT

The Technical Officer (Engine) is more focused on carrying out specialized task in engine rebuilding of all types of heavy equipment plant and vehicles.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

RULES & PROCEDURES	<ul style="list-style-type: none"> ▪ Public Finance (Management) Act ▪ Public Service (Management) Act ▪ Public Service General Orders ▪ Public Service Code of Ethics ▪ Department of Works – PTD Plant Manual
EXPECTED BEHAVIOUR	<ul style="list-style-type: none"> ▪ Information Confidentiality ▪ Customer Service & PR ▪ Co-operation & Transparency to Supervisor & Co-worker ▪ Work Output Accuracy
DECISION-MAKING ABILITY	<ul style="list-style-type: none"> ▪ Determines and makes duties within the scope of his/her work
RECOMMENDATIONS	<ul style="list-style-type: none"> ▪ Submit recommendations to higher authorities for consideration and approval based on the scope of the job.

8. CHALLENGES

- The Technical Officer (Engine) is bound to operate within the principles outlined or specified in the job descriptions.
- Promote better working relationship within the division.
- Initiate and develop changes for the betterment of the division.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualification

Possession of Trade Certificate in the Mechanical Trade of Motor Mechanic or heavy equipment fitting and/or equivalent from a recognised technical college.

(b) Knowledge

Must have a sound knowledge in heavy equipment plant and vehicles servicing, preventive maintenance and repair procedures.

(c) Skills

Must have a sound mechanical and technical skills to effectively diagnose faults and must possess good communication, teaching and supervisory skills.

(d) Work Experience

A minimum of (2) year's post trade experience in a large mobile plant workshop in the field of motor mechanic or heavy equipment fitter and in the area of engine rebuilding.